

Changing an address on a voter record due to data entry mistake

You can make a data entry change to a voter's address (if address was entered by mistake). You need to be careful not to change the actual address. This does NOT apply to a voter that is physically moving from one address to another – in those cases, the voter should re-register, even if they are just moving to the house next door.

When you are entering a new registration, the address field is blank. After either choosing an existing address in WisVote or creating a new address (using the + NEW button), the address will show up in the Home Address field in blue:

Voter	
DL/ID	G000-0000-0000-00
Expiration Date	--
SSN	--
Neither DL/ID nor SSN	<input type="checkbox"/>
Name *	Voter, Example
Suffix	--
DOB *	1/1/1980
Phone	--
Email	--
Voter Type *	Regular
Home Address *	212 E WASHINGTON AVE, MADISON, WI 53703-2855
Different Mailing Address	<input type="checkbox"/>
Previous Address	<input type="checkbox"/>

When it shows up in blue, the record is linked up to a WisVote address, which assigns it a district combo. If you ever need to edit that voter to be at a different address in the future, you should not click on the actual text to do so. If you click on the blue text, that will take you to the address itself:

ADDRESS
212 E WASHINGTON AVE, MADISON, WI 53703-...

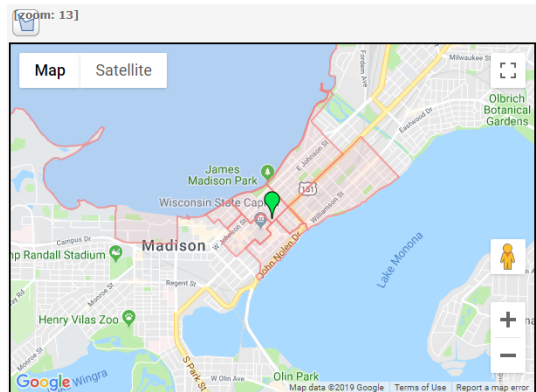
GENERAL

RESIDENCE

House Number * 212
Street Name * E WASHINGTON AVE
Building Name --
Unit Type --
Unit Number --
Postal City * MADISON
State * WI
Postal Code * 53703-2855
Process

DETAILS

Jurisdiction * CITY OF MADISON - DANE COUNTY
District Combo * 13251-046-3269-1
Care Facility --
Status Reason Active



If you edit this screen, **you are changing the actual address**. If you do this, any other voters that are attached to this address will also have their address changed.

For example, if you had a voter incorrectly assigned to this address and wanted to move their record to 123 Fake St. If you alter the actual address above in the address view, then any other voters attached to 212 E Washington Ave will also change to 123 Fake St.

In short, WisVote assigns voters to addresses, not addresses to voters. In other words, families move to different homes, but the houses themselves should never move.

If you want to change a voter record that is assigned to an address incorrectly, you need to use a different process. Instead of clicking on the text, click on the space to the right of the words or the magnifying glass to highlight the field in a different shade of blue:

Voter Entry

Voter

Driver License or WI State ID G000-0000-0000-00
DL Expiration Date --
Social Security No --
Neither DL or SSN ☐
Name * Example, Voter
Suffix --
Date of Birth * 1/1/1980
Phone --
Email --
Voter Type * Regular
Home Address * 212 E WASHINGTON AVE, MADISON, WI 53703-2855
Address Outside Jurisdiction ☐
Is Mailing Address Different ☐
Previous Address ☐

Address Location



Once the field is highlighted, you should press delete to clear it out, then begin typing the address you want to assign:

Voter Entry

Voter

Driver License or WI State ID

DL Expiration Date

Social Security No

Neither DL or SSN

Name

Suffix

Date of Birth

Phone

Email

Voter Type

Home Address

Address Outside Jurisdiction

Is Mailing Address Different

Previous Address

--

--

--

☐

example, voter

--

1/1/1980

--

--

Regular

1234

1234 ALEXANDRIA LN, MADISON, WI 53718-8253

1234ALEXANDRIA LN53718

1234 DAYFLOWER DR, MADISON, WI 53719-4522

1234DAYFLOWERDR53719

1234 E DAYTON ST UNIT 2, MADISON, WI 53703-2453

1234EDAYTONST253703

1234 E DAYTON ST UNIT 3, MADISON, WI 53703-2453

1234EDAYTONST353703

1234 E DAYTON ST, MADISON, WI 53703-2453

1234EDAYTONST53703

1234 E MIFFLIN ST UNIT 1, MADISON, WI 53703-2458

1234EMIFFLINST153703

1234 E MIFFLIN ST UNIT 10, MADISON, WI 53703-2441

1234EMIFFLINST1053703

2

3

1

10

10 results

+ New

Address Location

POR Type

POR Entity

POR Account Number

Incomplete Application

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☐

Once you pick the correct address from the drop-down list, it will again be highlighted in blue and the map will change to show you that the person was moved to a different address record:

Voter Entry

Voter

Driver License or WI State ID

DL Expiration Date

Social Security No

Neither DL or SSN

Name

Suffix

Date of Birth

Phone

Email

Voter Type

Home Address

Address Outside Jurisdiction

Is Mailing Address Different

Previous Address

--

--

--

☐

example, voter

--

1/1/1980

--

--

Regular

1234 ALEXANDRIA LN, MADISON, WI 53718-8253

☐

☐

☐

Address Location

Again, this should only be used for data entry fixes, not for when a voter legitimately moves to a new home.